



## Employment Application Form

Please complete all sections of the application form and in conjunction with the job description and person specification.

The information provided on this form will be processed in accordance with the Data Protection Act 1998 and General Data Protection Regulations 2018. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority.

<b>Position applied for:</b>		
<b>SECTION 1: Personal details</b>		
Title:	Forenames:	Surname:
Date of birth:	Former Surnames (if applicable):	
National Insurance number:		
Address:	Contact details:	
	Home:	
	Work:	
	Mobile:	
	Email address:	
Previous Address (if resident at current address for fewer than five years):		
Are you eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "No", please provide details:		
<b>SECTION 2: Education</b> (please start with most recent)		



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Name of School / College / University	Dates of attendance (month/year)	Examinations			
		Subject	Result	Date	Awarding body
	From:				
	To:				
	From:				
	To:				
	From:				
	To:				

Membership of relevant professional institutions:

### SECTION 3: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Details of training:	Date completed (mm/yy):

### SECTION 4: Employment

Current/most recent employer:	
Current/most recent employer's address:	
Current/most recent job title:	
Date started:	Date employment ended (if applicable):



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Please provide a brief description of duties:	
Reason for seeking other employment:	
Please state when you would be available to take up employment if offered:	

### SECTION 5: ALL previous employment and/or activities (including volunteering) since leaving secondary education

Please continue on a separate sheet if necessary

Name and address of employer	Dates (month/year)	Position held and/or duties	Reason for leaving
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		

### SECTION 6: Gaps in your education/employment history

If there are any gaps in your education/employment history, e.g. looking after children, sabbatical year, and if you have spent any longer than a 3 month period overseas, either living or working, please give details and dates.



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### SECTION 7: Supporting statement

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.



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### SECTION 8: Interests

Please give details of your interests, hobbies or skills which you feel are relevant to your application.

### SECTION 9: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer/organisation with whom you most recently worked/volunteered with children. If you are a student, one should be a senior staff member from your place of study. Neither referee should be a relative or someone known to you solely as a friend. Bath Rugby reserves the right to take up references from any previous employer.

References will only be taken up if you are shortlisted for the post you are applying for. We recommend contacting your referees in advance to check they are willing to act as a referee and so they can expect our request. Where possible, references will be checked and verified before any candidate is invited to interview.

If Bath Rugby receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

Bath Rugby may also telephone your referees in order to verify the reference they have provided.

Referee 1		Referee 2	
Name:		Name:	
Organisation:		Organisation:	
Address:		Address:	
Email address:		Email address:	
Telephone no:		Telephone no:	
Occupation:		Occupation:	
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	



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### SECTION 10: Additional information

**Existing contacts within Bath Rugby Foundation.** Please indicate if you know any existing employees of Bath Rugby and if so, how you know them:

**Do you hold a full driving licence?**

Yes

No

**Do you have any endorsements?**

Yes

No

**If 'Yes' please give details:**

### SECTION 11: Criminal record

Bath Rugby applies for an Enhanced Disclosure from the Disclosure and Barring Service, including a Children's Barred List check, for all positions at Bath Rugby which amount to regulated activity. It is unlawful for Bath Rugby to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Bath Rugby. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with Bath Rugby is conditional upon the Foundation being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

Bath Rugby aims to promote equality of opportunity for all persons and welcome applications from a wide range of individuals, including those with prior criminal records. The position/role for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974 (as amended by the Rehabilitation of Offenders Act 1975). All 'spent' and 'unspent' convictions must be declared. Having an 'unspent' conviction will not necessarily impede your appointment within Bath Rugby, this will depend on the circumstances and background to your offence(s). If you fail to disclose an offence and the RFU or this club is later informed of any previously undisclosed criminal matter, you may be subject to disciplinary action. Any information you provide will be held on a strictly confidential basis and dealt with the utmost discretion.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country?

Yes

No

Is there any relevant court action pending against you?

Yes

No

If answering "Yes" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.